How Do I Reallocate a Position

NOTE: Only agencies with Delegated Classification Authority may reallocate regular positions. All other agencies should contact the Division of Personnel Services.

SCENARIO: Reallocate a Filled Position

STEP 1:	Select the menu hyperlinks in the following order: **Organizational Development, Position Management, Maintain Positions/Budgets, Add/Update Position Info**
Expected Results:	You should now see the Add/Update Position Info search page.

STEP 2:	Type the Position Number in the **"Position Number" field** and then click on the **Search** button.
Expected Results:	The Description page opens.

STEP 3:	Click on the **Plus button** to add a new row.
Expected Results:	A new row will display with today's date in the "Effective Date" field.

STEP 4:	Type the **Date** that the new position begins in the **"Effective Date" field**.
Expected Results:	The effective date will display and the cursor will move to the "Reason" field.

STEP 5:	Click on the **Magnifying glass button** next to the "Reason" field.
Expected Results:	The Lookup Reason dialogue box will display.

STEP 6:	Type **Reall%** in the "Description" field and then click **Lookup**.
Expected Results:	The reason codes for reallocations will display.

STEP 7:	Use the hyperlinks to choose the appropriate reason.
Expected Results:	The Reason code will display in the "Reason" field.

STEP 8:	Hit Tab.
Expected Results:	The Reason will display.

STEP 9:	Type the new **Job Code** for this position and hit Tab.
Expected Results:	The job title, salary information, work period and standard hours will display.

STEP 10:	Check each of the tabs in Position Data
Expected Results:	Be sure to double-check the Department ID and Location Code fields on the Work Location tab and the Reg/Temp, Fulltime/Part-time, Salary Plan, Hours, and Grade on the Job Information tab.

How Do I Reallocate a Position

NOTE: Only agencies with Delegated Classification Authority may reallocate regular positions. All other agencies should contact the Division of Personnel Services.

STEP 11:	Click the **Save** button.
Expected Results:	The Save message will flash briefly on the screen.

STEP 12:	Click the **Yes** button.
Expected Results:	A message will display indicating that a new Job row will be inserted for the incumbent.

STEP 13:	Click the **Budget and Incumbents** folder tab.
Expected Results:	The Budget and Incumbents page will display. Make note of the incumbent's Employee ID and Name.

STEP 14:	Select the menu hyperlinks in the following order: **Workforce Administration > Job Information > Job Data**
Expected Results:	Job Data search page displays.

STEP 15:	Enter the **Employee ID** in EmplID field. Click Search.
Expected Results:	Work Location page displays.

STEP 16:	Click the **plus sign** to add a row. Press Tab.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field. Cursor moves to Eff Sequence field.

STEP 17:	Type **1 in the "Effective Sequence"** field
Expected Results:	Move to the Action field.

STEP 18:	Click on the Magnifying glass button next to the "Action" field.
Expected Results:	The Lookup Action dialogue box will display.

STEP 19:	Click **Lookup** and choose the appropriate Action from the list. Consult the **Action Reason Guide** to find the appropriate code.
Expected Results:	The action codes will display.

STEP 20:	Click on the **Salary Plan** folder tab.Step 4 defaults in the Step field. **Change the Step** as appropriate and tab out.
Expected Results:	The Step Entry Date field displays the effective date.

How Do I Reallocate a Position

NOTE: Only agencies with Delegated Classification Authority may reallocate regular positions. All other agencies should contact the Division of Personnel Services.

STEP 21:	Click on **Compensation page** and click the **Default Pay Components button** to update the pay rates. Verify information is correct.
Expected Results:	Data corresponding to the position number and updated pay rates display.

STEP 22:	Click on **Kansas Information** page. Verify defaulted **Employment Status and Probation End Date** are correct. Change as appropriate.
Expected Results:	Data corresponding to the position number defaults into page.

STEP 23:	Click on the **Benefits Program Participation** link. Enter the **Annual Benefits Base Rate** amount.
Expected Results:	Correct Annual Benefits Base Rate displays.

STEP 24:	Click the **Save** button.
Expected Results:	The Save message will flash briefly on the screen.